

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - November 5, 2012

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2012 Salary
Executive Office					
3157	Gaming	Administrative Assistant	CR - NEW	11/5/2012	\$ 14.49
3064	Hewel Ni'ok	Production Technician, KOHN CL I	CL	10/15/2012	\$ 14.14
3063	Hewel Ni'ok	Programming Assistant, KOHN CL II	CL	10/22/2012	\$ 15.60
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3044	Department of Information & Technology	Systems Administrator		10/29/2012	\$ 66,415.00
3071	Facility Management	Custodial/Grounds Worker		10/15/2012	\$ 10.77
3073	Facility Management	Electrician		1/4/2012	\$ 17.65
Membership Services					
3026	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
3027	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
3025	Enrollment	Enrollment Specialist	CR	10/15/2012	\$ 11.32
Department of Health and Human Services					
3098	Child Welfare	Group Home Worker		10/15/2012	\$ 15.22
3006	Community Health Services	Program Coordinator		9/10/2012	\$ 19.49
3132	Health Transportation Services - Site: San Simon	Transit Dispatcher		10/29/2012	\$ 14.85
3138	Health Transportation Services - Site: Ak Chin	Transit Driver		10/29/2012	\$ 12.81
3090	Management of Health	Victim/Witness Specialist		10/15/2012	\$ 21.51
Department of Education					
3103	Early Childhood - Site: Santa Rosa	Teacher Aide		10/22/2012	\$ 11.32
3104	Early Childhood - Site: Sells	Teacher Aide		10/22/2012	\$ 11.32
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3041	Higher Education	Education Assistance Specialist		10/15/2012	\$ 15.22
3009	Johnson O'Malley	Program Coordinator (Part-Time)		10/15/2012	\$ 19.49
3155	One Stop	Program Coordinator	NEW	11/5/2012	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
3081	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3079	Recreation - Site: Pisinemo	Office Specialist	CR, CL	8/20/2012	\$ 12.49
3093	Recreation - Site: Sells	Recreation Aide	NEW	11/5/2012	\$ 10.77
3119	Scholarship	Education Assistance Specialist		10/29/2012	\$ 15.22
3083	Vocational Rehabilitation	Vocational Rehabilitation Specialist		10/15/2012	\$ 17.22
Department of Natural Resources					
3102	Cultural Center & Museum	Maintenance Technician		10/15/2012	\$ 11.89
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	\$ 15.22
Department of Public Safety					
3014	Law Enforcement - Corrections	Assistant Corrections Administrator		8/13/2012	\$ 66,415.00
3015	Law Enforcement - Corrections	Corrections Administrator		8/13/2012	\$ 85,017.00
3016	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	\$ 16.80
3017	Law Enforcement	Accounting Specialist		6/4/2012	\$ 17.22

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position

Sells In-Home/Van Driver

Please contact Intermountain Centers for Human Development at (520) 383-1791 for information regarding this contract position.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3157

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.49 PER HOUR, PLUS BENEFITS

OPENING DATE: November 5, 2012

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The Gaming Office regulates gaming conducted on the Tohono O'odham Nation's land. The goal is to establish and maintain the integrity of gaming for the Nation, the Gaming Employees and the general public. The Gaming Office has the overall Civil regulatory authority over gaming activities as provided in the Nation's Gaming Ordinance.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 words per minute and demonstrate 60% proficiency in grammar, spelling and math.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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3155

JOB ANNOUNCEMENT

JOB TITLE: PROGRAM COORDINATOR
SALARY: \$19.49 PER HOUR, PLUS BENEFITS

OPENING DATE: November 5, 2012

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**One Stop**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: To provide training, education, career exploration, and employment services for Native Americans (O'odham) residing on or near the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3093

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JOB ANNOUNCEMENT

JOB TITLE: RECREATION AIDE
SALARY: \$10.77 PER HOUR, PLUS BENEFITS

OPENING DATE: November 5, 2012 **CLOSING DATE: Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Recreation**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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